

# City of West Lafayette Utilities / Engineering Department

## PROFESSIONAL AND TECHNICAL PROGRAM SERVICES

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### WORK ORDER #7

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#### Project Information

Project / Task Name: Preliminary Billing Program Review and Task Development.

Project / Task Description: DLZ and subcontractor AMEC Environmental will work with the Utility Director and the City Clerk to review the existing utility billing system and develop specific tasks for stormwater user fee billing program development. DLZ assumes two on-site meetings will be needed.

Date of Assignment: 1.28.10 Assigned By (Print): David Henderson

Department Contact: David Henderson, David Buck and Michael Thompson

#### Budget Information

Project / Task Budget: Approximate fee based on tasks, deliverables and meetings shown above is \$4,950.00.

(Revised) Project / Task Budget: \_\_\_\_\_ Date: \_\_\_\_\_ Initials: \_\_\_\_\_

#### Schedule Information

Project / Task Completion Date: Task will be carried out the last week of February and first week of March 2010.

(Revised) Project / Task Schedule: \_\_\_\_\_ Date: \_\_\_\_\_ Initials: \_\_\_\_\_

#### Other Information

Comments / Special Considerations: Budget is estimated based on proposed need and is hourly. Effort not expended will result in savings to the Owner.

#### Submitted by

\_\_\_\_\_  
Project Manager

\_\_\_\_\_  
Date

#### Approved by

\_\_\_\_\_  
Board of Public Works and Safety /

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director of Utilities / City Engineer